

**TEST SECURITY AGREEMENT**

For State Agency, District Personnel, and Test Coordinators

I acknowledge that the \_\_\_\_\_ is a secure assessment and agree to the following conditions of use to ensure test security:

1. a) I will take all necessary precautions to safeguard all test materials by limiting access to persons within the school district or agency with a responsible, professional interest in the test's security.  
b) The names of all persons having access to the materials will be kept on file.  
c) All persons having access to the materials (other than students to whom the test is administered) will sign a security affidavit, which will be kept on file in the school district office.
2. a) I will keep the test materials under lock and key, except on actual testing dates, limiting access to those responsible for their security.  
b) Secure test materials, including test books and directions, will be delivered to examiners no sooner than the date of testing, unless logistics dictate an earlier delivery date.  
c) Test materials will be kept secure until they are actually distributed to students.  
d) In no case will students be permitted to remove test materials from the room where testing takes place.
3. I will not disclose or allow to be disclosed the contents of, or the scoring keys to, the test instrument.
4. Upon completion of testing, I will return all test materials to the designated Test Coordinator of the school district, who will in turn return all test materials to Harcourt Assessment.
5. I will develop, distribute, and enforce disciplinary procedures for the violation of test security by district or agency staff.

By signing my name to this document, I am assuring Harcourt Assessment that I and anyone having access to the test materials will abide by the above conditions.

Signature: \_\_\_\_\_ District/Agency: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Address: \_\_\_\_\_

Title: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**TEST COORDINATORS—Send your original *Test Security Agreement* and all Teacher/ Examiner *Test Security Affidavits* to Brian Brothers c/o Harcourt Assessment, 19500 Bulverde Road, San Antonio, TX 78259. Send a copy of your signed *Test Security Agreement* to the South Dakota Department of Education, 700 Governors Drive, Pierre, SD 57501.**

**Retain copies of *Test Security Agreement* and Teacher/Examiner *Test Security Affidavits* at the district office.**